
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

For more information about the Department of Corrections visit:
<http://corrections.ky.gov>. To inquire information on job postings contact:
DOC.Recruit@ky.gov or (502) 564- 4636.

August 19, 2016

Recurring Positions:

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliott, Fayette, Lyon, Morgan,
Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2500)**

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

**CLASSIFICATION & TREATMENT OFFICER I—(Elliott County – Little Sandy
Correctional Complex)—Grade 12—(\$2589.26 - \$3430.10) MIN REQUIREMENTS:**
Graduate of a college or university with a bachelor's degree.

**CORRECTIONAL SERGEANT— TWO POSITIONS: (Oldham County – Kentucky State
Reformatory) Grade 10—(\$2650.00 - \$2834.88) MIN REQUIREMENTS:** High school
graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or
social work dealing with the rehabilitation of offenders. An associate's degree from a college or
university in corrections, criminal justice, law enforcement or a related field will sub. for 6
months of the required experience. A bachelor's degree from a college or university in
corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of
required experience. Must be 21 years of age.

**CORRECTIONS EDUCATION SPECIALIST I- PART TIME - FFTL: (Oldham County-
Luther Luckett Correctional Complex) Grade 12—(\$2589.26 - \$3430.10) MIN.
REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education
(academic or voc.) An associate degree with 3 years of trade-related experience will sub for the
bachelor's degree.

**CORRECTIONS EDUCATION SPECIALIST I- PART TIME - FFTL: (Oldham County-
Luther Luckett Correctional Complex) Grade 12—(\$2589.26 - \$3430.10) MIN.
REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education
(academic or voc.) An associate degree with 3 years of trade-related experience will sub for the
bachelor's degree.

**CORRECTIONS PROGRAM ADMINISTRATOR—(Franklin County —Education &
Vocational Training Branch)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM
REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 4
years of professional experience in corrections, juvenile justice, criminal justice, law
enforcement, recreation, academic or vocational education, health services or education, dietary
or food management, construction project management, social work dealing with the
rehabilitation of the offender or related field. A master's degree will substitute for 1 year of the
required experience.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

August 22, 2016

HUMAN RESOURCE ADMINISTRATOR INSTITUTIONAL – (Muhlenberg County – Green River Correctional Complex) – Grade 13 – (\$2848.22 - \$3791.68) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have one year of professional experience in business administration, management or personnel. Administrative experience or experience in the preparation, review and/or processing of personnel documents will substitute for the required education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN II—(Muhlenberg County – Green River Correctional Complex) Grade 9—(\$1945.50 - \$2577.30) MINIMUM REQUIREMENTS: Must have three years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in one of the above or related fields will substitute for the experience on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Muhlenberg County – Green River Correctional Complex) Grade 10—(\$2139.80 - \$2834.88) MINIMUM REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

OFFICE SUPPORT ASSISTANT II-(Franklin County- Central Office) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION AND PAROLE OFFICER- (Boone County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Pulaski County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Warren County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROGRAM COORDINATOR-(Franklin County-Education & Vocational Training Branch)-Grade 13-(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have three years of professional experience in management or administration. A master's degree will substitute for one year of the required experience. Administrative or business experience will substitute for the required education on a year-for-year basis.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To receive more information including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information.